

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1721**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCMO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office Distribution** Notices are available on Internet. Handbooks are printed and distributed to the National Office.

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**Directives on Internet** Notices are available on Internet at [www.fsa.usda.gov/dam/msd/notices/fsa.htm](http://www.fsa.usda.gov/dam/msd/notices/fsa.htm).  
**Note:** FAS and RMA employees replace "fsa" in the Internet address to access notices for their agency.

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**Temporary Directives** Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
FSA Memo No. 46 11-12-98	Thrift Savings Plan (TSP) Open Season November 15, 1998, Through January 31, 1999	FAS, FSA, and RMA Employees
AS-1986 11-13-98	Using System 36 Permit Imprint Indicias for Election Ballots (FSA-669)	State and County Offices
AS-1987 11-17-98	FY 1999 State Office Equipment Allotments	State Offices
BU-542 11-17-98	Shared Management Operations and Combination Counties Report (BU-546R)	State Offices
CN-893 11-19-98	1998 Crop Cotton APSS Modifications Included in County Release No. 393	Cotton State and County Offices
CRP-329 11-10-98	Clarifying Policy for National Loblolly Pine CPA	State and County Offices

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
CRP-330 11-12-98	Report of Shooting Preserves on CRP Acreage	State Offices and Service Centers
FLP-6 11-17-98	Continuing the State FSA Civil Rights Independent Review Groups for the Review of Pending Acceleration and Foreclosure Cases	State and County Offices
IRM-286 11-12-98	Protecting Classified Information	FAS, FSA, RMA Employees, and Contractors
PM-2087 11-10-98	County Office Employees' Eligibility to Apply for Civil Service Positions	State and County Office Employees
PM-2088 11-16-98	Preemployment Disability-Related Questions	FSA, FAS, and RMA Employees
PS-291 11-13-98	APSS Modifications Included in County Release No. 394	State and County Offices
PS-292 11-13-98	Correcting LDP's Calculated From Measurements	State and County Offices

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**Permanent  
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
5-AS (Rev. 6) Amend. 1 11-13-98	Mail Management	FAS, FSA, and RMA Offices
2-CP (Rev. 15) Amend. 13 11-13-98	Acreage Compliance Determinations	State and County Offices

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**Permanent  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
4-CP (Rev. 4) Amend. 10 11-10-98	Payment Reductions and Violations	State and County Offices
12-PS (Rev. 1) Amend. 4 11-6-98	Automated Price Support Procedures for Grains, Oilseeds, and Rice	State and County Offices

**Procedure  
Notices**

Procedure notices issued since the last weekly checklist are listed in this table.

<b>PN Issue No.</b>	<b>Date</b>	<b>For</b>
FSA Issue No. 49	11-25-98	State and County Offices

**Obsolete  
Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
5-AS (Rev. 5) 2 FASR 13	11-13-98	5-AS (Rev. 6) Amend. 1
IRM-276	11-12-98	IRM-286

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Prefix	Form No.	Edition Date	Form Title	Unit of Issue	Stocked By	Upload Date	Fill-able	File Name	Used By	WDC Directives	File Code
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\*The following form has been revised. Destroy old stock.

FSA	0178	11-13-98	Application for Transfer of Allotment or Quota from Pool	MP/2 Head to Head	RPL/WP RPL/PDF	11-19-98	Y	FSA0178.WPD FSA0178.PDF	Counties in Tobacco States	12-AO, 1-TB(SCOAP), 9-TB(SCOAP), 10-TB(SCOAP)	PA10
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\*The following form is obsolete. Destroy all stock.

FSA	0186	05-10-91	Nomination for Outstanding Employees With Disabilities Award	MP/2	RPL	N/A	N/A	N/A	All offices except counties	7-PM	
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\*The following forms have been revised. Destroy old stock.

FSA	0269	09-03-98	Advance Acquisition Plan	MP/2 Head to Head	RPL/WP RPL/PDF	11-19-98	Y	FSA0269.WPD FSA0269.PDF	WDC, APFO, KC	20-AS, 27-AS	
FSA	0364	11-13-98	Application for Transfer of Acreage Due to Disaster	Sheet	RPL/WP RPL/PDF	11-19-98	Y	FSA0364.WPD FSA0364.PDF	Counties in Tobacco States	25-AS, 1-TB(SCOAP), 10-TB(SCOAP), 12-AO, 9-TB(SCOAP)	
FSA	0371	11-13-98	Assignment of Purchased Tobacco Allotment or Quota	Sheet	RPL/WP RPL/PDF	11-19-98	Y	FSA0371.WPD FSA0371.PDF	Counties in Tobacco States	10-TB, 1-TB(SCOAP), 9-TB(SCOAP), 10-TB(SCOAP), 12-AO	PA7-7
FSA	0375 S&P Addendum	11-13-98	Addendum to FSA-375 S&P, Sale and Purchase of Tobacco Quota	Sheet	RPL/WP RPL/PDF	11-19-98	N	FS375SPA.WPD FS375SPA.PDF	Counties in Tobacco States	12-AO, 9-TB(SCOAP), 10-TB(SCOAP)	PA7-7
FSA	0491	11-13-98	Certification of Tobacco Sold to Dealers In The Form Normally Marketed by Producers	Sheet	RPL/WP RPL/PDF	11-19-98	Y	FSA0491.WPD FSA0491.PDF	WHSE (Tobacco Dealers only - States, counties do not use)	9-TB(SCOAP), 12-TB, 13-TB, 1-TB(SCOAP), 10-TB(SCOAP)	

**NOTE:** Files saved in PDF format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

11-19-98

Prefix	Form No.	Edition Date	Form Title	Unit of Issue	Stocked By	Upload Date	Fill-able	File Name	Used By	WDC Directives	File Code
FSA	0491-1	11-13-98	Report of Tobacco Sold to Dealers In The Form Not Normally Marketed by Producers	Sheet	RPL/WP RPL/PDF	11-19-98	Y	FSA491-1.WPD FSA491-1.PDF	WHSE (Tobacco Dealers only - States, counties do not use)	1-TB(SCOAP), 9-TB(SCOAP), 12-TB, 13-TB	
FSA	0491-2	11-13-98	Dealers Report of Tobacco On Hand	Sheet	RPL/WP RPL/PDF	11-13-98	Y	FSA491-2.WPD FSA491-2.PDF	WHSE (Tobacco Dealers only - States, counties do not use)	12-TB, 13-TB, 1-TB(SCOAP), 9-TB(SCOAP), 10-TB(SCOAP)	
MQ	0117	11-13-98	Application for Duplicate Marketing Card	Sheet	RPL/WP	11-19-98	Y	MQ0117.WPD	Tobacco States	12-AO, 25-AS, 2-PN(SCOAP), 1-TB(SCOAP), 9-TB(SCOAP), 10-TB(SCOAP)	PA6-8
MQ	0130	11-13-98	Tobacco Dealer's Bond	MP/2 Head to Head	RPL/PDF	11-19-98	Y	MQ0130.PDF	Flue-Cured and Burley Tobacco States Only	9-TB(SCOAP), 12-TB, 13-TB, 10-TB (SCOAP)	

\*The following form has been revised. Destroy old stock. Remove FMI dated 09-25-91.

RD	0410-07	09-98	Notification to Applicant on Use of Financial Information from Financial Institution	Sheet	RPL/PDF	11-13-98	Y	RD0410-7.PDF	FSA, RD	FMI 11-25-98, RD-1910-A, Referenced in FSA PN No. 49.	N/A
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\*The following form has been revised. Destroy old stock. Remove FMI dated 09-21-88.

RD	1951-49	09-98	Register of Collections	Sheet	RPL/PDF	11-13-98	Y	RD195149.PDF	FSA, RD	FMI 11-25-98, RD-1951-B. Referenced in FSA PN No. 49.	N/A
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\*The following form has been revised. Destroy old stock.

SIP	0036	11-18-98	SIP Assignment of Payment	MP/2 Head to Head	RPL/WP RPL/PDF	11-19-98	Y	SIP0036.WPD. SIP0036.PDF	Counties	12-A0,25-AS, 1-SIP	
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11-19-98

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**State Office  
Reports  
Calendar**

The reports due in December are listed in this table.

<b>Due Date</b>	<b>Title</b>	<b>Directive Requiring Report</b>
12-01-98	Preliminary Quota Report (PSL-19R)	10-TB (SCOAP)
12-04-98	Pre-Complaint Counseling (EEO) (EEO-11P)	19-PM
12-04-98	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
12-04-98	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
12-04-98	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
12-04-98	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
12-04-98	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
12-04-98	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
12-04-98	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
12-04-98	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
12-04-98	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
12-10-98	Aerial Compliance Data (PA-115R)	2-CP
12-10-98	Crop Compliance Data (PA-118R)	2-CP
12-11-98	Livestock Feed Program, EFP and EFAP Program (ASCS-646) (EIP-54R)	8-DF
12-16-98	RCWP Status Report (CEP-28R)	1-RCWP
12-19-98	Reconciliation of Peanut Basic and Effective Quota (PA-126R)	1-PN
12-31-98	Forms Log (MS-558R)	3-AS